

Internal Audit's Newsletter – Spring Edition 09'



April Showers Bring May Flowers!

Current Newsletter Topics:

- ❖ Kronos Time Keeping System
- ❖ Red Flag Rules – Identity Theft Training & Delay
- ❖ Internal Audit Intranet Webpage Updated



AUDIT HEADLINES

DON'T write your password down on a post-it note and leave it somewhere readily accessible!



Do you want to view recently released Internal Audits Reports, Internal Audit Newsletters, Memo's, etc...go to the Intranet link below for lots of information.

Link → [Internal Audit Intranet Site](#)

Red Flag Rules Identity Theft Prevention Program Training Now Available... See [Internal Audits Intranet Webpage](#) to participate in the training.

Note: Red Flag Requirements DELAYED until August 1, 2009



DON'T FORGET... to please lock your computers & secure sensitive information when you step away from your desk (*control, alt, delete...lock computer*)!



to please shred any sensitive data that must be thrown away instead of just throwing into the trash!

to please maintain all procurement card receipts, for support purposes, to submit with your monthly statement!

to please report any suspected or known Fraudulent Activity to the appropriate individuals (supervisor, internal audit, etc)!

that sharing passwords is prohibited!

Kronos Time – New Electronic Time-Keeping System:

Here are some benefits of Kronos...



- ◆ No manual time keeping for employees and supervisors.
- ◆ No more filing, no more tracking down paper, no more unexplainable discrepancies in data.
- ◆ Helps streamline the process for payroll and makes tracking time for the City's 1,086 employees in 11 departments more effective and efficient.
- ◆ Helps identify areas that are understaffed.
- ◆ Reduces workload on payroll employees and ensures our paychecks are processed and received by everyone on time.
- ◆ Ability to manage overtime throughout the City to further reduce overtime costs.
- ◆ Gives certain employees the ability to leave early towards the end of a work week due to already reaching maximum levels of hours by FLSA standards.

◆ **Please Don't Add or Delete Your Employees Punches** it gives the City an inaccurate view of an employee's time for analytical purposes.

◆ **Please DO NOT punch IN or OUT for your co-workers!**

Internal Audit Bulletins:

- Internal Audit is here to help improve efficiency and to be pro-active to prevent fraudulent activity.
- If you think that you have an idea to strengthen internal controls in your areas or other areas, let us know!
- Internal Audit is continuing to work closely with the Finance Department to strengthen internal controls surrounding the Purchasing and Inventory Module in the HTE System. As we are making changes to this process, please be patient. Please do not hesitate to call with any questions or concerns. We are here to help.
- If anyone has any ideas for future trainings we would love to hear them.

Please Contact Internal Audit for any questions or concerns at (910) 341.5828